

## PEACE BRIGADES INTERNATIONAL – JOB ADVERTISEMENT

**Position:** Indonesia Project Coordinator (Civil Peace Service Worker)

**Reports to:** PBI Indonesia Project Committee

**Location:** Jakarta, Indonesia (with a 2-3 months training and preparation period in Europe)

**Benefits:** 30 days annual leave, insurance, rent allowance, other benefits according to German Development Workers Act (EhfG) (see below)

**Hours:** 40 hours per week

**Duration:** 2 years (with possibility of extension)

**The position is opened until filled.** Early applications are encouraged and suitable candidates may be invited for interview on a rolling basis. **Due to donor requirements this post is only open to EU and Swiss nationals.**

**Are you enthusiastic about supporting grassroots activism in a politically challenging environment?**

If you want to contribute to grassroots communities and protection of Human Rights Defenders in the field, you might be the person we need to join a dynamic team, working closely with social movements and Civil Society Organizations. The Project Coordinator will be based in a national NGO in Jakarta, with regular work with grassroots Human Rights Defenders in remote areas of Indonesia.

Peace Brigades International (PBI) is an international grassroots NGO that has promoted non-violence and protected human rights since 1981. PBI uses its international presence and global networks to protect, support and enable the work of human right defenders and local activists for peaceful social change. For over 35 years, we have protected the lives of hundreds of activists. We are non-partisan and we believe that a lasting peace cannot be imposed from outside but must come from the desires of local people. Please see [peacebrigades.org](http://peacebrigades.org) for more information.

The Project Coordinator will report directly to PBI's Indonesia Project Committee.

The Project Committee is looking to appoint the right candidate to start in Jakarta in summer 2024. Due to donor requirements, only European Union and Swiss nationals may apply to this position. The successful applicant will receive a two to three month training in Europe prior to beginning the two-year overseas placement in Indonesia.

### Core Responsibilities

#### Lead the development and implementation of PBI project strategy (35%)

- Lead monitoring and reporting on project activities, including reporting on impact on gender equality and inclusion.
- Coordinating communications with Project Committee, including regular monthly meetings.
- Represent project in PBI International Operations Council.
- Participation in other working groups/common spaces when we do not have a permanent representative (communications, etc.).
- Answering general inquiries (internal PBI and external).

#### Communications (20%)

- Create written materials for external communications, including updates and success stories for the PBI website, social media, pamphlets, etc.

### **Volunteer Program Exploration Lead (20%)**

- Coordinate exploration of national volunteer program, including building support systems for volunteers throughout recruitment, training, placement and reintegration phases.

### **Training & Mentorship (10%)**

- Contributing to the development or facilitation of training sessions.
- Provide formal and non-formal mentorship to HRDs and their organisations.

### **General Programme Coordination (15%)**

- Support for financial and narrative reporting.
- Work with local partner to support internal capacity building.
- Contribute to communication and network strengthening initiatives.
- Assist Project Committee with human resources management.

### **Requirements**

The secondment requires a strong self-starter able to develop programmes and work independently. The assignment needs very good interpersonal skills for a multicultural work environment based on non-violent communication, consensus decision making and team work. The candidate should be able to meet deadlines and achieve results quickly in a complex, multi-stakeholder environment. The position will include frequent travelling, mainly in Indonesia and to remote areas.

### **Desired Skills and Experience:**

- Proven experience in program development and reporting.
- Experience in similar roles; preferably including experience in Indonesia or Southeast Asia.
- Strong communication and writing skills in English.
- Project management skills, including planning, implementation and monitoring
- Strong security awareness.
- Commitment to human rights and social justice.
- Ability to facilitate trainings considered an asset.
- Commitment to the principles of PBI: non-interference, non-partisanship and non-violence.
- Willingness to travel to remote areas
- Comfortable in a multicultural work environment
- Able to communicate in Indonesian (or willing to learn).

**If you don't meet all of the above requirements please don't hesitate to apply. We are looking for candidates with diverse backgrounds.**

### **Additional requirements**

- European Union or Swiss citizen (due to the requirements of the project donor).

## **Remuneration**

Remuneration and benefits will be in accordance with the German Development Workers Act, and in the range of EUR 1,820-2.220 post-tax. Benefits also include family support, 30 days annual leave per year pro rata, health and accident insurance, pension benefits, reintegration/repatriation allowance and housing in Jakarta.

The selected candidate will participate in a 2-3 months training in Europe prior to the field placement which is an excellent professional development opportunity.

To apply for this role please send your CV and cover letter to [PBI.IP.Recruit@gmail.com](mailto:PBI.IP.Recruit@gmail.com). Applicants will be reviewed on a rolling basis and the position is open until filled.